

7 March 1967

Di. Personnel

MEMORANDUM FOR: Mr. Bannerman

Here are the elements of Emmett Echols' retiree placement and counseling program with notes as to who might handle the 14 separate functions listed.

Emmett foresees a Retirement Division being organized to embrace pre-retirement counseling and out-placement functions. These are now split between [REDACTED]

25X1A

To staff the new program Emmett believes he will need 6 people over and above those 6 engaged in retirement counseling and out-placement activities. The 6 are:

- Chief, Retirement Division
- Secretary
- Two professionals
- Two Personnel assistants

These estimates are tentative, of course, and he recognizes that not all of these would be needed until the program is full-blown. Meanwhile, he believes it can be launched with present assets plus someone who can take over at least temporarily the Chief's job and another individual at the officer level.

25X1A

RETIREE PLACEMENT AND COUNSELING PROGRAM

TASK

STAFFING REQUIREMENT

Pre-Retirement Counseling

Retirement Planning Seminars

- ✓ (1) Organize series of planning seminars for employees during their last work year.
- ✓ (2) Develop seminar program for employees beginning 5th year before retirement.

Need full-time officer for several months to set this up, then can be part of job of officer in Retirement Div. [REDACTED] can handle if DD/P has no candidate. Or OTR could be asked to do it.

25X1A

Resumes & Employment Interviews

- Ext. Personnel*
- (3) Instruct retirees in how to complete resumes and handle themselves in job interviews.

D/Pers thinks OTR should handle.

Out-Placement Service

Ext.
Contracts with Private Schools

- (4) Work with National Assoc. of Independent Schools to expand contacts with private schools.

[REDACTED] can handle.

25X1A

✓ Pre-Retirement Training

- (5) Develop criteria for selective program of "retirement preparation" training at Agency expense to prepare employees for outside employment.

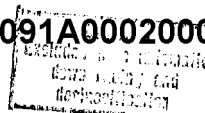
D/Pers thinks task force should handle. He has no one to spearhead it.

✓ Exploit Outside Contacts of CIA Officials

- Ext. Personnel*
- (6) Develop inventory of CIA officials with outside contacts who are willing to aid retirees get jobs.

Looks like job for new Chief of Retirement Div.

CONFIDENTIAL



TASK

STAFFING REQUIREMENT

Ed. Ph...
Support from Domestic Contact Service

(7) Develop and implement specific plan for getting DCS support for retiree placement.

DCS has expressed willingness co-operate. Looks like job for Chief of Retirement Div.

Liaison with State Employment Services

25X1A

Ed. Ph...
about
(8) Expand contacts with State Employment Services to exploit their services as out-placement facilities.

25X1A and field recruiters can do this.

Bous...
Library of Retirement Information

(9) Organize and publicize materials on retirement.

CT could handle initially; most of materials are on hand. But OCR should probably take this over.

Commercial Employment Facilities

Ed. Ph...
(10) Exploit commercial employment companies (e.g., firm in Alexandria has offered services on "no fee" basis).

Present retirement staff can handle.

Retiree "Skills Bank"

Ed. Ph...
(11) Catalog skills of retirees seeking placement assistance.

Augmented retirement staff should handle.

Ed. Ph...
Contract Employment for Retirees

(12) Explore extent to which retirees might be hired by CIA for contract jobs (e.g., RI's project *25X1A*).

Augmented retirement staff could handle.

Ed. Ph...
Screening Want Ads

(13) Screening "help wanted" ads from local newspapers, Wall Street Journal, etc.

Now being done. Can be expanded by Retirement Staff as program expands.

Notification Procedures

Bous...
(14) Develop procedures for ensuring timely notifications to prospective retirees and prepare literature about our program

This represents expansion of present program. Literature might be prepared by whoever handles retirement planning seminars.